

JOB TITLE: Custodian
EMPLOYEE:
VRC: Kyle Pletz

DOT #: 381.687-014
CLAIM #



KING COUNTY ON SITE JOB ANALYSIS

JOB TITLE Custodian

JOB CLASSIFICATION Custodian

DOT TITLE Cleaner, Commercial or Institutional

DOT NUMBER 381.687-014

DEPARTMENT Natural Resources and Parks

DIVISION Wastewater

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 5

JOB STATUS

Full Time Career Service

ADDRESS OF WORKSITE

1400 Utah Street
Seattle, WA 98109

CONTACT'S NAME & TITLE Al Williamson, Supervisor

CONTACT'S PHONE 206-263-3833

DATE COMPLETED 10/15/02

VRC NAME Jeff Casem

DATE REVISED 05/30/08

WORK HOURS

5 days per week, eight hours per day, Monday through Friday, 6:00am to 2:30pm
or 10:00am to 8:30pm.

OVERTIME

Rare

Fair Labor Standards Act, Non-Exempt (hourly).

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JOB DESCRIPTION

Maintaining the cleanliness of interiors and exteriors of various office and industrial facilities. May perform duties at more than one location. Work tasks are performed on an intermittent basis typically.

ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgement.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

JOB SPECIFIC REQUIREMENTS

Demonstrated knowledge of basic janitorial cleaning techniques, and the use and care of cleaning equipment. Must have knowledge of basic cleaning chemicals and safety rules. Ability to follow verbal and written instructions, and lift, carry, move or handle up to 50 pounds on a regular basis. Demonstrated record of continuously reliable attendance. Candidates must possess a valid Washington State Driver's license prior to appointment or the ability to travel throughout King County in a timely manner. The candidate selected for this position may be required to successfully complete a thorough background investigation. Final appointment is contingent upon passing a pre-employment physical examination.

ESSENTIAL FUNCTIONS Listed in order of importance

1. Strips, waxes, sweeps, mops, scrapes and scrubs various types of floors; vacuums and extracts dirt from carpets; uses commercial stripping and buffing machines on floors; uses degreaser and pressure washers as well.
2. Uses motorized lift equipment when washing buildings, walls, ceilings and windows.
3. Cleans, stocks and sanitizes lunchrooms, restrooms and elevators including tables, chairs, toilets, showers, sinks and walls.
4. As directed, mixes and uses cleaning solutions and chemicals.
5. Dusts, washes and vacuums surfaces.
6. Requests and stocks various types of supplies.
7. Empties trash.
8. Cleans glass windows and surface areas and removes graffiti.
9. Sets up and arranges furniture.
10. Sweeps and cleans facility perimeter.
11. Secures facility for safe cleaning.

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12. Researches and prepares bid specifications for cleaning equipment and supplies.
13. Drives a county vehicle and collects recyclable materials for pickup or delivery.

TOOLS, MACHINES, EQUIPMENT, PRODUCTS, AND SERVICES USED

Safety goggles, gloves, knee pads, back support, face shield, hard hat, safety shoes, hearing protection, cleaning solutions, spray bottles, chemical mixer, vacuum, paper towels, toilet tissue, dust mop, wet mop, broom, putty knife, rolling garbage can, utility cart, buffing machines, floor strippers, steam extractors, leaf blower (backpack), County vehicle with automatic transmission, forklift, motorized utility cart, pressure washer and rags.

PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time

Occasionally = occurs 1-33% of the time

Rare = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

This job is classified as

Medium.

Standing

Occasionally on flat carpeted or linoleum surfaces for up to 15 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs while cleaning sinks, showers, windows, toilets and counters as well as when filling a mop bucket and pressure washing.

Walking

Continuously on flat carpeted or linoleum surfaces for distances of up to ¼ mile for up to 30 minutes at a time for up to 6 hours total in a work shift. Most commonly occurs while traversing between buildings, vacuuming, sweeping, and mopping. A motorized utility car can be used to reduce walking when traversing between buildings.

Climbing stairs

Occasionally for up to 1 minute at a time while climbing 2 flights of stairs for up to 30 minutes total in a work shift. Most commonly occurs while cleaning stairways.

Bending/Stooping

Occasionally on flat linoleum, cement and carpeted surfaces for up to 10 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while cleaning toilets and sinks, as well as vacuuming edges and under desks and scraping floors with a putty knife.

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Crouching

Occasionally on flat linoleum, cement and carpeted surfaces for up to 10 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while cleaning toilets and sinks, as well as vacuuming edges and under desks and scraping floors with a putty knife.

Operating Controls with Feet

Occasionally for up to 30 minutes at a time for up to 1 hour total in a work shift while pressing the handle release on the vacuum and driving a County vehicle when delivering recyclable materials off site.

Reaching above shoulder height

Occasionally for up to 3 minutes at a time for up to 2 hours total in a work shift while dusting office partitions and ceiling vents as well as stacking trash, washing walls and cleaning windows.

Reaching at waist to shoulder height

Continuously for up to 1.5 hours at a time for up to 6 hours total in a work shift while dust mopping, wet mopping, filling dispensers, and dusting.

Reaching at knee to waist height

Continuously for up to 1 hour at a time for up to 5 hours total in a work shift while driving a County vehicle, performing vacuuming duties, cleaning toilets, and replacing toilet tissue in dispensers.

Reaching at floor to knee height

Occasionally for up to 10 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while cleaning toilets and sinks, as well as vacuuming edges and under desks and scraping floors with a putty knife.

Lifting 1-10 pounds

Occasionally for 5 seconds at a time for up to 10 minutes total in a work shift. Most commonly occurs with weights of 3.5-10 pounds while lifting a wet mop, 1-gallon containers to and from utility cart as well as when emptying 3-gallon wastebaskets and lifting a wet mop.

Carrying 1-10 pounds

Occasionally for distances of up to 15 feet for up to 10 seconds at a time for up to 20 minutes total in a work shift. Most commonly occurs with weights of 8 pounds while emptying wastebaskets in to rolling garbage can as well as carrying 1-gallon containers of cleaning solution.

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Lifting 11-20 pounds

Occasionally for up to 10 seconds 5 minutes total in a work shift. Most commonly occurs with weights of 13-18 pounds while emptying wastebaskets in to rolling garbage can.

Carrying 11-20 pounds

Occasionally for distances of up to 15 feet for up to 10 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 12-14 pounds while removing 50-gallon trash bags from a rolling garbage can and carrying them to the trash compactor on the loading dock.

Lifting 21-50 pounds

Occasionally for up to 5 seconds at a time for up to 1 minute total in a work shift. Most commonly occurs with weights of 20-25 pounds while placing or removing a vacuum on a cart. Vacuum weight varies depending on how full the bag is. The employee also lifts a mop bucket that weighs up to 40 pounds to empty it in to a waist level sink and moves 50-pound boxes of paper product and bags of garbage.

Carrying 21-50 pounds

Occasionally for distances of up to 15 feet for up to 10 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 25-50 pounds while removing 50-gallon trash bags from a rolling garbage can and carrying them to the trash compactor on the loading dock.

Pushing and Pulling

Occasionally for distances of up to 800 feet for up to 1 hour at a time with a force of up to 30 pounds for up to 6 hours total in a work shift while vacuuming (8-10 pounds), transporting materials via utility cart (30 pounds), dust mopping (3 pounds), and wet mopping (3 pounds). The employee also pushes and pulls when operating a buffing machine and manipulating recycling bins.

Handling

Continuously for up to 1 hour at a time for up to 6 hours total in a work shift while vacuuming, dusting, using spray bottles, dust mopping, and wet mopping.

Operating Controls with Hands

Occasionally for up to 1.5 hours at a time for up to 6 hours total in a work shift while turning vacuum on and off, using squeeze lever on mop bucket, using faucets and using a chemical mixer as well as operating a County vehicle, extractor, buffer, stripper and pressure washer.

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Talking

Occasionally for up to 15 minutes at a time for up to 1 hour total in a work shift while conversing with vendors to complete orders as well as coworkers and supervisors to ensure that all tasks and duties are completed.

Hearing

Occasionally for up to 15 minutes at a time for up to 1 hour total in a work shift while conversing with vendors to complete orders as well as co-workers and supervisors to ensure that all tasks and duties are completed.

Near acuity—clarity of vision at 20 inches or less

Occasionally for up to 3 minutes at a time for up to 1 hour total in a work shift while reading labels of cleaning compounds, ordering supplies, inspecting cleanliness of toilets and sinks, and reviewing job duties and work schedules.

Depth perception—three dimensional vision

Occasionally for up to 30 minutes at a time, up to 1.5 hours total in a work shift while walking in stairwells and operating a County vehicle.

TEMPERAMENTS

Performing repetitive or short-cycle work: Continuously

Performing a variety of duties: Frequently

Working alone or apart in physical isolation from others: Frequently

Attaining precise set limits, tolerances, and standards: Continuously

Working under specific instructions: Frequently

Working with others: Frequently

Making judgments and decisions: Frequently

ENVIRONMENTAL FACTORS

Work is performed in an industrial wastewater setting where the worker is exposed to or in close proximity to heavy operating machinery, high voltage, sewage, adverse weather conditions, uneven surfaces, cat walks/metal grating, noxious or toxic gasses and chemicals, as well as loud noises. The noise level is quiet to very loud. Hearing protection, eye protection, breathing protection and hard hats are required in some areas.

Workers are exposed to

Wet: Frequently

Humidity/dampness: Frequently

Fumes: Frequently

Odors: Frequently

Dusts: Frequently

Mists: Occasionally

Vibration: Frequently

Toxic or caustic chemicals: Occasionally

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POTENTIAL MODIFICATIONS TO JOB

Use a siphon hose to reduce lifting buckets of water.

Signature & title of evaluator

Date

Signature & title of contact

Date

Signature & title of employee

Date

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HEALTH CARE PROVIDER SECTION

Check all that apply

☐ The employee is released to perform the described duties without restrictions on performance or work hours.

☐ The employee is released to perform the described duties on a reduced schedule. The recommended schedule is:

☐ Temporary until _____ ☐ Permanent as of _____

☐ The employee is released to perform the described job with the following modifications:

☐ Temporary until _____ ☐ Permanent as of _____

☐ The employee is not released to perform the described duties due to the following job functions:

☐ Temporary until _____ ☐ Permanent effective _____

☐ The employee is unable to work in any capacity.
A release to work is: ☐ anticipated by _____ ☐ Not expected

The limitations are due to the following objective medical findings:

Printed or typed name and phone number of Health Care Provider

Signature of Health Care Provider

Date